STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Defensible Space Inspector

Division and/or Subdivision
Madera Mariposa Merced Unit

INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "…material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.

Location of Headquarters
Mariposa

Class Title of Position
Forestry Technician

Position Number
542-414-1085-002/003

Effective Date
09/01/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under close supervision of the Pre-Fire Fire Captain, the Forestry Technician conducts defensible space inspections in accordance with Public Resources Code section 4291 (PRC 4291) and Assembly Bill 38 (AB 38).
45%	*Conduct Inspections of private property within the State Responsibility Area to ensure PRC 4291 and AB 38 (Defensible Space) compliance for persons who own, lease, control, operates, or maintain a building or structure in, upon, or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands, or land that is covered with flammable material. *Contact landowners/residents/tenants to provide education on Defensible Space requirements, wildfire safety/preparedness, and a defensible space inspection with corresponding documentation. *Implement the inspection plan to efficiently cover the targeted areas and maximize public contact through defensible space inspections. *Assist in the development and distribution of educational material and media releases pertaining to Defensible Space. Provide guidance and education on Home Hardening.
35%	*Receive requests for, and schedule initial inspections, for defensible space to ensure compliance with PRC 4291 and AB 38. *Schedule and conduct re-inspections on property when necessary. *For non-compliant properties, identify the need for appropriate enforcement action and notify the Unit's Fire Prevention Bureau of such. *Conduct quality control and validation measures on field collected data to ensure compliance with Department standards. *Maintain defensible space mobile smart devices (tablets/phones) assigned to the Unit to the Department standard. *Assist the Defensible Space Program manager in determining defensible space inspection areas to be targeted for inspection by the Forestry Aide (FA) Defensible Space Inspectors (DSIs). *Ensure the FA DSIs have the appropriate equipment (i.e., pens, pencils, chargers, mobile smart devices, clipboards) to perform their job duties.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: Incumbent required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends, or holidays in support of emergency incidents. Two year commitment may be required prior to approval of reassignment.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date
Personnel use only	☐ Posted to Directory	Initials and date	

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) - **PAGE 2**

Working Title of Position
Defensible Space Inspector

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Review all documents, laws, rules and regulations related to Defensible Space inspections. *Utilize specified Department forms to document inspection results. *Prepare documents which include: Inspection Schedule, Notice of Defensible Space Inspection, inspection completions, re-inspections, and records of total number of inspections. *Maintain orderly files for Departmental use containing all work completed. *Provide recurring Unit specific training to returning and new Forestry Aides, including changes to the defensible space laws, defensible space database and smart device use, and public education related to wildfire safety/preparedness. *Utilize computers, mobile smart devices (tablets/phones), GPS units, digital cameras and other digital devices as needed. *Documents to be reviewed and approved by supervisor.
5%	*Complete required training. Other duties as assigned.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: Successfully completes required training as a condition of employment. Maintains the Arduous Fitness Standard in accordance with department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or holidays to complete duties. Transfers will require a two-year commitment.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory

Initials and Date